

NATIONAL MARROW DONOR PROGRAM®

RECRUITMENT CENTER PARTICIPATION CRITERIA

National Marrow Donor Program® (NMDP) has established Recruitment Center Participation Criteria to address qualification of centers for participation in the NMDP Network. NMDP has also established Standards, policies, procedures, and Participation Agreements and Riders that may impose additional requirements for centers.

Recruitment Centers that perform donor management activities in addition to donor recruitment activities must comply with Donor Center Participation Criteria and the Participation Agreement Rider for Donor Management Activities.

FACILITY CHARACTERISTICS

1. Center must have a designated site for management of recruitment activities and a secure environment for confidential record storage.
2. Center must have computers with access to the Internet.

PERSONNEL

3. Center must provide daily and emergency coverage by trained staff contact(s) that are proficient in English, and sufficient in number to meet the needs of the center's activities.
4. Center must have access to a donor center medical director for assistance with donor suitability and eligibility issues.
5. Center personnel (staff and volunteers) must comply with NMDP training requirements, including but not limited to confidentiality training.
6. Center must document staff and volunteer training, continuing education, and continued competency for relevant skills.

SUPPORT SERVICES

7. Center must use laboratory(ies) accredited by the American Society for Histocompatibility and Immunogenetics (ASHI) or the European Federation for Immunogenetics (EFI) for HLA typing required by NMDP.
8. Center must have prompt technical support available for information technology systems.

POLICIES AND PROCEDURES

9. Center must recruit donors in accordance with strategies (how to recruit) and priorities (whom to recruit) of the NMDP.
10. Center must only recruit donors for inclusion in the NMDP Registry.
11. Center must use NMDP-provided or NMDP-approved education materials and consent forms.
12. Center must be responsive to requests for recruitment from all sources (for example, individuals, families, corporations, community groups, etc.).

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13. Center must establish a system of strict confidentiality that meets or exceeds NMDP requirements for the protection of privacy of potential donors, donors, patients, and recipients.

ADMINISTRATION

14. Center must comply with NMDP Participation Requirements, which include NMDP Standards, Policies, Procedures, and terms of the Participation Agreement and Rider.
15. Center must comply with applicable World Marrow Donor Program (WMDA) Standards.
16. Center must meet recruitment goals established by the NMDP, as defined by the NMDP Performance Management System.
17. Center must provide documentation that it continues to meet NMDP Participation Requirements on an annual basis.
18. Center must have and follow written agreements or procedures with each NMDP Donor Center that has agreed to accept the recruited HLA-typed donors, unless the recruitment center and the donor center are the same institution.
19. Center must have IRS designation as a 501(c) (3) tax-exempt non-profit organization.
20. Center must maintain adequate liability insurance coverage, as required in the Participation Agreement.
21. Center must promptly report to the NMDP any significant changes in personnel (e.g., leadership and recruiters), facilities, or support services.

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APPLICANT CENTERS

Review and acceptance of new recruitment center applications by the NMDP will be based on whether the center meets the minimum criteria as stated above, whether the center can demonstrate a need for its participation, and if the establishment of the center meets the business needs of the NMDP. At the time of initial application, applicant center must meet the following additional criteria:

22. Center must have demonstrated experience in donor recruitment activities, including awareness, education, confidentiality, and screening.
23. Center must have recruited 1,000 potential hematopoietic stem cell donors over a period of at least six months and through more than one drive, which have been entered into the NMDP Registry.
24. Center must intend to be involved in donor recruitment over a significant period of time.
25. Center must demonstrate that their targeted geographic location and donor demographics warrant the establishment of a new recruitment center.
26. Center must distinguish their proposed donor recruitment strategies from those presently available through existing recruitment centers and must demonstrate the need for these new strategies.
27. Center established to recruit donors for a specific patient will be eligible for consideration as an NMDP Recruitment Center after the needs of the patient have been resolved. No staff or governance member of the center may be a patient, or have a direct relationship to a patient, who is actively involved in a search for a donor or cord blood unit.

NMDP may, in its discretion, approve deviations from these Criteria on a case-by-case basis upon demonstration by the Center of extenuating circumstances.